

**MERIT PROMOTION
VACANCY RE-ANNOUNCEMENT**

ABERDEEN AREA INDIAN HEALTH SERVICE
DIVISION OF PERSONNEL MANAGEMENT
FEDERAL BUILDING, RM. 309, 115-4TH AVENUE S.E.
ABERDEEN, SOUTH DAKOTA 57401

ABERDEEN AREA IHS IS A SMOKE FREE ENVIRONMENT
OCTOBER 30, 2001

POSITION: Diabetes Program Assistant **LOCATION: Aberdeen Area Indian Health (AB4125) Service Area Office, Diabetes Program**
Aberdeen, South Dakota

SALARY: GS-303-6, \$26,342 or **VACANCY NUMBER: 01-133-AO-R2**
GS-303-7, \$29,273 Per Annum

OPENING DATE: NOVEMBER 7, 2001 **CLOSING DATE: NOVEMBER 29, 2001**

Applications and related documents must be received at the above address by **4:30 p.m.** on the closing date of this announcement. For information contact ALICE LAFONTAINE at (605) 226-7213. All applications are subject to retention, no requests for copies will be honored.

APPOINTMENT:	WORK SCHEDULE:	AREA OF CONSIDERATION:
<input checked="" type="checkbox"/> Permanent	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Commuting Area
<input type="checkbox"/> Not-To-Exceed The	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Area-Wide
<u>applicant selected for this</u>	<input type="checkbox"/> Intermittent	<input type="checkbox"/> IHS-Wide
<u>position may be appointed to</u>	<input type="checkbox"/> Rotating Shifts	<input checked="" type="checkbox"/> DHHS-Wide
<u>either a one year appointment</u>		
<u>or an appointment in excess</u>		
<u>of one year, depending on the</u>		
<u>status of the applicant.</u>		

MOVING: ☐ Expenses may be paid for eligible applicants
☐ Expenses will be paid
☐ Expenses will not be paid
☒ Expenses will be paid for permanent Federal employees

CONDITIONS OF EMPLOYMENT:

ON –CALL: ☐ Yes ☒ No *Call-back duty is defined as irregular or occasional work performed by an employee on a day when the work was not scheduled for the employee. This will require the employee to return to his/her place of employment within the specified time frames.

GRADE POTENTIAL: ☒ Yes to grade(s) **GS-7**
***SUPERVISORY/MANAGERIAL**

☐ No

☐ YES

☒ NO

*May require one year probation

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S.C. CODE, SECTION 472 AND 473). THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE INDIAN HEALTH SERVICE HAS A ZERO TOLERANCE SEXUAL HARASSMENT POLICY, IHS CIRCULAR NO. 95-11, IN PLACE WHICH IT DISSEMINATES TO ITS EMPLOYEES.

WHO MAY APPLY FOR PERMANENT POSITIONS: (1) Federal employees occupying a permanent position who have competitive civil service status or those who acquired comparable status as a result of serving in an IHS excepted service position on an Excepted appointment; (2) Indian Preference eligibles occupying a temporary position or unemployed; (3) Other sources, e.g., positions covered by severely handicapped; Reinstatement eligibles, etc; (4) Current permanent employees with Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan.

Applicants must indicate on their application whether they are applying under the Merit Promotion Plan, Excepted Service Examining Plan, or both.

"Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply."

DUTIES AND RESPONSIBILITIES: Independently responsible for maintaining inventory and distribution of diabetes patient education materials to ITUs and maintaining logs of provided and loaned materials. Provides assistance and collaborates with the Diabetes Control Team at field facilities in the preparation of reports and other required data, either by telephone or written correspondence. Prepares a variety of quality reports to supervisory personnel (DMCP, WHP and EPI). Discusses problems, changes or improvements with the supervisor, project officer. Makes recommendations of any additions, changes or deletions that need to be made to improve the programs. Assists in grant/contract monitoring by preparing forms/ letters for revision, modification and extension requests. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: Candidate must meet qualification standards as specified in Operating Manual (Qualification Standards for General Schedule Positions) and/or the Excepted Service Qualification Standard:

GS-6: One (1) year of specialized experience equivalent to at least the next lower grade level.

GS-7: One (1) year of specialized experience equivalent to at least the next lower grade level.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

EXCEPTED SERVICE QUALIFICATION REQUIREMENTS: Same as above.
Your description of work experience, level of responsibility, and accomplishments

will be used to determine that you meet these requirements. Applicants who meet the basic qualification requirements and selective factors described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate they possess the knowledge, skills, and abilities described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA's either on their application/resume or as a separate attachment. The information provided will be used to determine the "best qualified" candidates.

SUPPLEMENTAL QUESTIONNAIRE - KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of and experience with the Diabetes Control, Diabetes Education and Model Diabetes Programs, Special Diabetes Projects for Indians, Women's Health Program and Epidemiology.
2. Ability to apply various computer software packages to prepare spreadsheets, word processing, data analysis, graphs and tables, including special Indian Health Service packages for travel, budget and program reporting.
3. Ability to organize and complete work in meeting multiple tasks and established deadlines for the programs.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

HOW TO APPLY: Applicants must submit their applications to the Aberdeen Area Indian Health Service, Division of Personnel Management, Federal Building, RM. 309, 115-4th Avenue, S.E., Aberdeen, South Dakota 57401. **ALL APPLICATIONS MUST INCLUDE ALL THE APPLICABLE DOCUMENTS:**

1. Applicants may submit ONE of the following: a) OF-612, Optional Application for Federal Employment; b) SF-171, Application for Federal Employment; c) Resume; or d) any other written application format.
2. Current Performance Rating, if available.
3. Applicants claiming Indian Preference **MUST** submit along with their application, FORM BIA-4432, Verification of Indian Preference. **BIA FORM-4432 IS THE ONLY FORM OUR OFFICE WILL ACCEPT.** Current IHS employees of Aberdeen and Bemidji Areas need only indicate on their application that verification is on file in their Official Personnel Folder (OPF).
4. If you wish to substitute appropriate education for experience, you **MUST** submit your transcripts along with your application. If your education is appropriate for the position being filled then your education may be substituted for experience.
5. For current or former Federal employees, a copy of your latest Notification of Personnel Action (SF-50B) is required.

EMPLOYMENT OF PEOPLE WITH DISABILITIES:

IHS provides reasonable accommodations to applicants with disabilities. If you

need a reasonable accommodation for any part of the application and hiring process, please notify Alice LaFontaine, Selective Placement Officer, at (605) 226-7213. The decision on granting reasonable accommodation will be on a case-by-case basis.

VETERAN'S PREFERENCE CERTIFICATION: Form DD-214 indicating discharge and or Form SF-15, claiming 10 point preference. Veteran's Preference is not applicable to current permanent employees with the Department of Health and Human Services, Federal employees with competitive status or reinstatement eligibles unless you are eligible for Indian Preference and wish to be considered for the Excepted Service. No preference will be allowed unless a copy of the DD-214 is attached to the application.

APPLICATION INSTRUCTIONS FOR PUBLIC HEALTH SERVICE

COMMISSIONED CORPS CANDIDATES: Applicants should submit the following:

1. Copy of resume or curriculum vitae showing work experience, dates of employment, names and addresses of supervisors, include any education and other information reflecting individual qualifications for consideration.

Commissioned Corp Applicants claiming Indian Preference must submit BIA form 4432 and will be evaluated against existing applicable standards.

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not receive full credit for their veteran's preference determination, Indian Preference, education, training and/or experience. Also, additional or alternate selection may be made within 90 days of the date the selection roster was issued if the position becomes vacant or to fill an identical position.

INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION

FORMATS: Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Personnel Office to make a determination that you have the required qualifications for the position. **Failure to include any of the information listed below may result in loss of consideration for this position. Additional information will not be solicited by this office.**

- a. Announcement Number, Title, and Grade of the job for which you are applying.
- b. Full name, mailing address (with zip code) and day/evening telephone numbers (with area codes).
- c. Social Security Number
- d. Country of citizenship
- e. Veteran's preference
- f. Highest Federal Civilian Grade held (give job series and dates held).
- g. High School - Name, City, State (with zip code), and date of diploma or GED.
- h. Colleges and Universities - Name, City, State (with zip code), majors, type and year of any degrees received (if no degree show total semester/quarter hours earned) (Attached transcripts).
- i. Work experience (paid/nonpaid)-Job title (include series and if Federal job), duties, responsibilities and accomplishments (*if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time your spent doing each*), employer's name and address, supervisor's name and phone number, starting and ending dates

- (month/year), average hours worked per week, and salary (beginning/ending).
- j. Indicate if we may contact your current supervisor.
 - k. Job-related training courses, skills, certificates, registrations, and licenses (current only), honors, awards, and special accomplishments.

DO NOT SUBMIT POSITION DESCRIPTIONS. All applications must be signed and dated. All material submitted for consideration under this announcement becomes the property of the Division of Personnel Management and is subject to verification. Careful consideration should be given to the information provided, fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and or determination of unsuitability for Federal employment. If a position is **REANNOUNCED** again please call the Division of Personnel Management as to status of application.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) FOR SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES) you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a CES and, the date of the RIF separation has not passed and you are still on the rolls of the DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of a least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by the DHHS in the same commuting area (or nationwide for IHS employees GS-09 and above) of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation etc.)
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as a RIF separation notice, a letter from the Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and shows disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates Retirement in lieu of RIF; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - OR**
 - B. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under section 8337 (h) or 8456 of Title 5 United States Code.
 1. Be applying for a position at or below the grade level of the position that you have been separated from. The position must not have a greater promotion potential than the position from which you were separated.
 2. Have a current (or last) performance rating on record of a least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.
 3. Occupy or be displaced from a position in the same local commuting area (or nationwide for IHS employees GS-09 and above) of the position for which you are requesting priority consideration.
 4. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
 5. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

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